

# STATE OF IDAHO RECORDS MANAGEMENT PROGRAM

Department of Administration



# Records Management

Idaho Code Section **67-5752** gives the Director of the Department of Administration the responsibility of developing a statewide records management program.

# Records Management

In May, 1998 the Department of Administration formed a Records Management Plan Task Force.

Members of this group were charged with developing a records management policy, statute and plan for the State of Idaho.

5327

STATE OF IDAHO  
RECORD CENTER



# STATE RECORDS CENTER

## Roles and Responsibilities

Conducting a Records Management Program and Training

Micrographics

Record Request

Records Storage (paper copy & electronic media)

Records Retention

Record Disposal

Pickup and Delivery

# Conducting a Records Management Plan

Records Coordinator

Records Inventory

Records Retention Schedule

Records Transfer

Records Storage - Paper Copy  
Electronic Media

Records Disposal

Disaster Recovery Plan



# Developing a Records Program



# Records Storage





# Record Requests





# Micrographic







# Magnetic Tape Storage/ Microfilm Storage



# Records Management

## Records Management Guide

<http://www2.state.id.us/adm/purchasing>



# Idaho State Archives

Idaho Public Archives  
and Research Library  
Idaho History Center  
Merle Wells State Archives Building  
2205 East Old Penitentiary Road  
Boise Idaho 83712-8250

Phone 334-2620

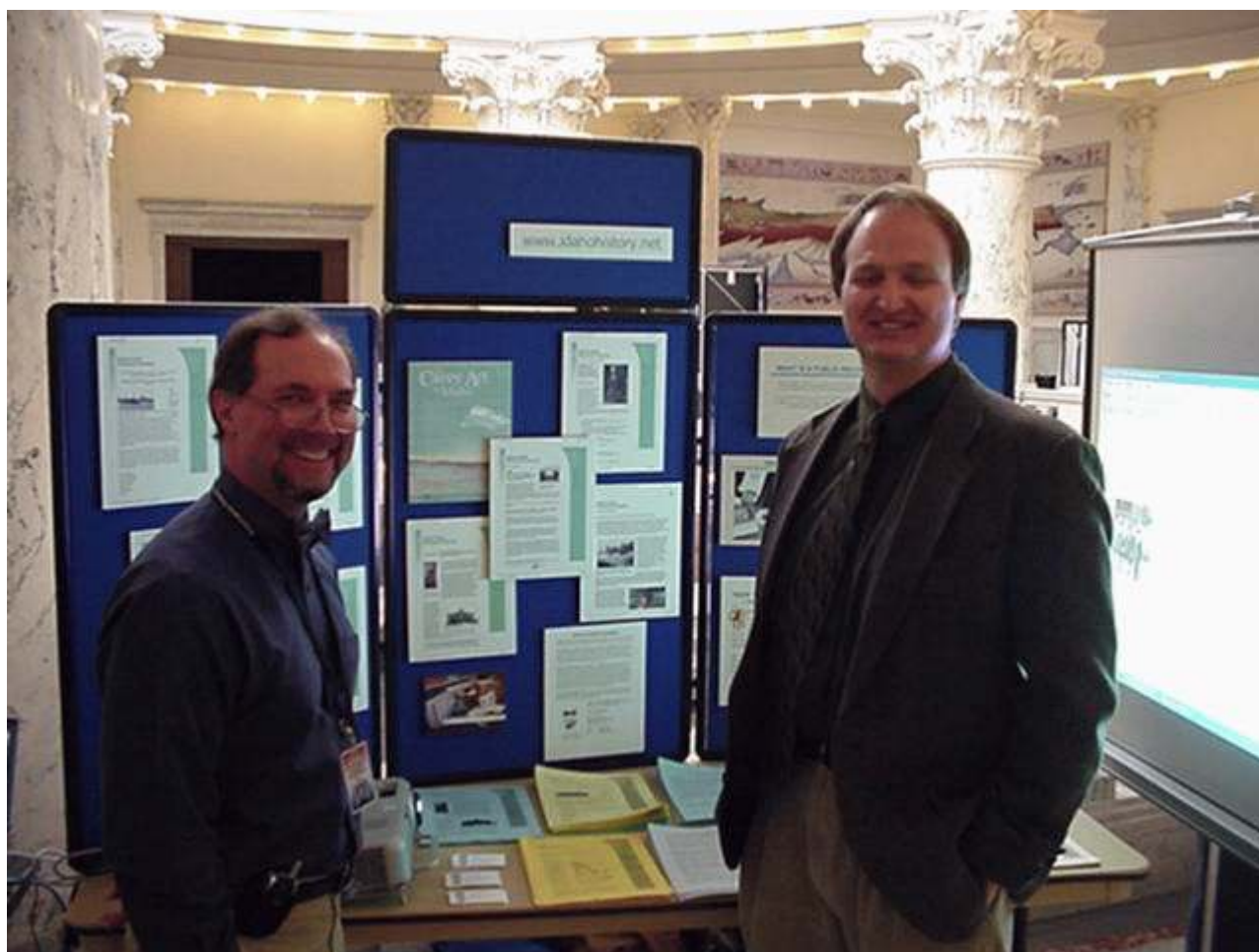


# Idaho Code Chapter 41. State Historical Society

## 67-4126 Powers and duties of board

To facilitate the use of Idaho records for official reference and historical research.

- To accept from any state, county, or city, or public official, any official books, or portraits, not in current use. When such documents are so accepted, copies there from shall be made and certified under the seal of the society upon application of any person, which person shall pay for such copies reasonable fees established by the society.



# Idaho Code Chapter 41. State Historical Society

## 67-4126 Powers and duties of board

To require that any state, county, or city, or any public official, deposit official books, records, documents, or original papers, not in current use, which are of definite historical importance, in the society for preservation and to provide methods whereby such materials, which have no significance, may be destroyed.

To establish such rules as may be necessary to discharge the duties of the society.





# Idaho Code Chapter 41. State Historical Society

## 67-4126 Powers and duties of board

To employ such personnel as may be necessary for the administration of its duties in accordance with the rules of the administrator of the division on human resources promulgated pursuant to chapter 52, title 672 code.

To have and use an official seal.

To delegate and provide sub delegation of any such authority.



# State Archives Roles and Responsibilities

Idaho Code, Section 67-4126, makes the State Archives responsible for identifying, storing, preserving, and providing public access to government records, which have continuing historical value beyond their usefulness to the agencies, which created them.

Archival Records must be transferred to the Idaho State Archives



# Idaho History Center



# State Archives Roles and Responsibilities

The State Archives also serves as a focal point for public records management standards, guidelines, procedures, and educational offerings covering:

- Electronic records management
- Disaster preparedness/business continuity
- Essential records protection
- Files classification/maintenance
- Microfilm preparation/transfer



# State Archives Roles and Responsibilities

Non-current records storage and retrieval.

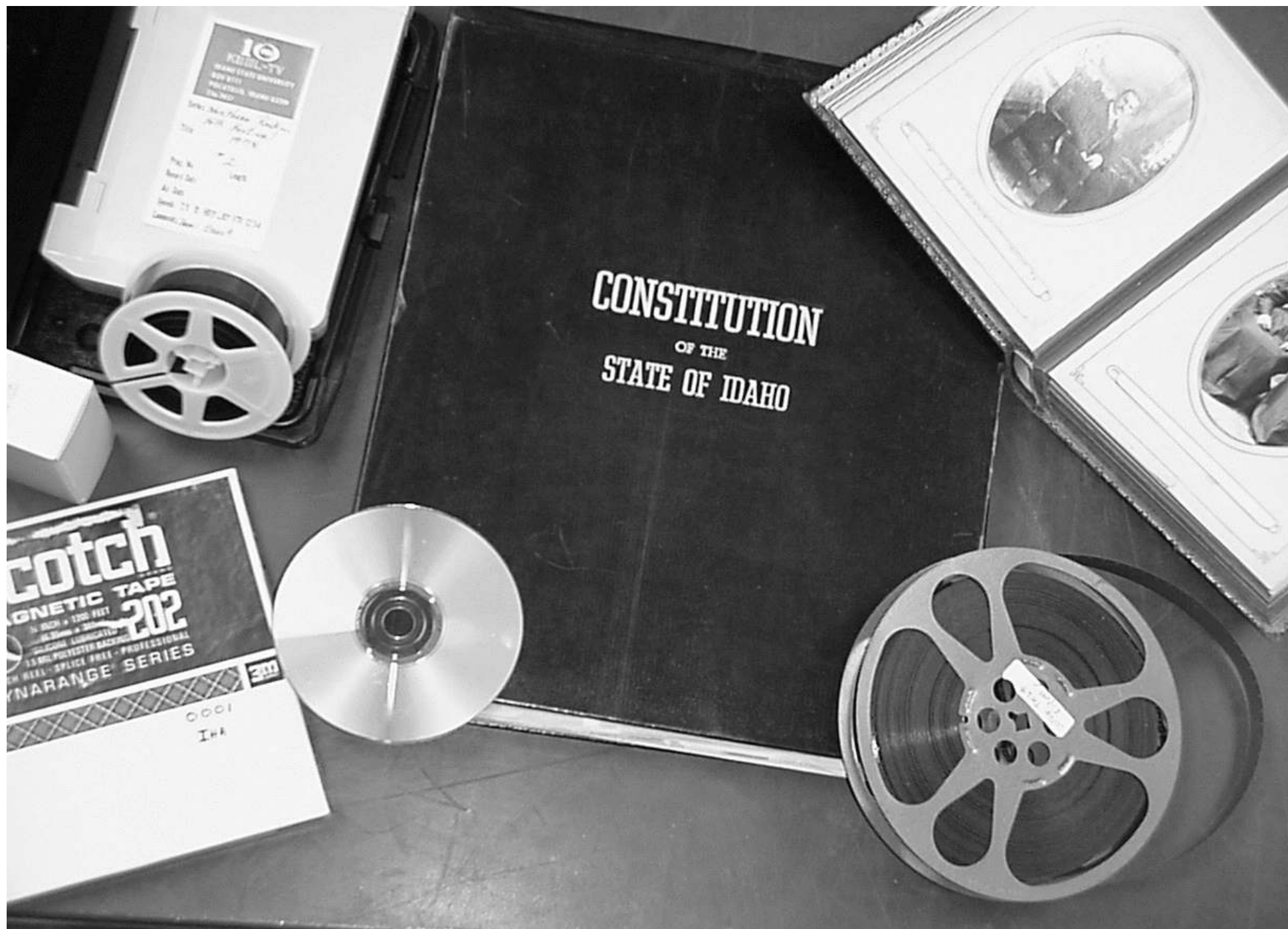
Security storage of microfilm copies of essential records.

Disaster preparedness and recovery information.

Records retention and disposition.

Archival records transfer procedures.





# Services of Idaho Public Archives and Research Library

The Idaho State Historical Society **Idaho Public Archives and Research Library** holds a large collection of material relating to the history of Idaho and the Pacific Northwest.

The collection is extremely varied in subject, geographic area, and time period. It includes both historical and genealogical information and covers a wide variety of mediums, including manuscripts, state archival records, books, periodicals, oral history interviews, motion picture films and videos, microfilm, and maps.

In addition, the **Idaho Public Archives and Research Library** collection supports the State Historical Society's other collections as a repository of general reference materials.



BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF IDAHO:

Sec. 2. The allowance of each of such women shall not exceed Ten Dollars (\$10.00) a month when she has but one child under the age of fifteen (15) years, and if she has more than one child under the age of fifteen (15), it shall not exceed the sum of Ten Dollars (\$10.00) a month for the first child and Five Dollars (\$5.00) a month for each of the other children under the age of fifteen years.

Sec. 3. Such allowance shall be made by the probate court and only upon the following conditions: (1) The child or children, for whose benefit the allowance is made, must be living with the mother of such child or children; (2) the allowance shall be made only when in the absence of such allowance, the mother would be required to work regularly away from her home and child-

MS 335

MS 335

# Records Management Overview

## Records Management Plan

### *Table of Contents*

#### Chapter 1. Overview

1. Introduction  
*Recognize the need*
2. Purpose  
*Address the need*

# Records Management Overview

## 3. Goals

- **Promote** records management
- **Establish uniformity** in standards, guidelines, retention policies, files management, and records security,
- **To preserve** records that have historical/archival value,
- **To transfer** inactive records to lower cost storage areas, and
- **To establish** regular and approved destruction of records that have served their purpose because they have limited retention value.



# Records Management Overview

## 4. Responsibilities

Each functional area in the Department is responsible for ***maintaining proper accessibility*** of their records.

***Electronic filing should match manual systems*** and vice versa in order to guarantee accessibility.

The Department is responsible for ***internal enforcement of our records management program*** to ensure compliance with the state guidance.

# Records Management Overview

## Chapter 2. Administrative Process

### 1. Implementation

***Records Manager.*** Appoint a records manager.

***Records Management Program.*** The Division Administrator will make an official announcement about the program.

***Policy Review.*** Review current policies and procedures of the Division.

***Records Management Advisory Committee (RMAC).*** The Administrator will select an advisory committee.

***Records Inventory.*** Discover what you have and where.

***Retention Schedule.*** Upon completion of the inventory

# Records Management Overview

## 1. Implementation

***Forms Management Procedures.*** This process involves the collection of examples of all forms in use throughout the Division, regardless of format (paper or electronic).

***Disaster Prevention and Recovery Plan.*** A plan will be developed to ensure that facilities, work practices, policies and procedures address the need to secure information resources and records against fire, flood, and related emergencies, including personnel turnover and loss.

***Filing System.*** The Division has a uniform filing system for files common to all functional areas.

# Records Management Overview

## 2. Training

### *Initial training*

Training sessions on the Department records management system will be conducted for all personnel.

The support staff will receive additional training on the procedures, standards, and retention schedules.

# Records Management Overview

## 3. Oversight

As an agency of the Department ***complies with the applicable guidance and instructions*** contained in the records management plan.



# Records Management Overview

## 4. Phases to Establish a Records Management Program

### *Phase I - Initial Phase*

- 1. Appoint a Records Manager**
  - 2. Appoint a RMAC**
  - 3. Develop a Records Management Plan**
  - 4. Conduct initial training for all personnel**
  - 5. Conduct a Division survey**
- Walk through the Division identifying file cabinets, storage rooms and offices that contain record material, a responsible and/or knowledgeable party for each record area, and the subject of the materials, i.e., financial, correspondence, photographs, publications, human resource, academic files, etc.
  - Result -prioritized list of functional areas, what materials they have on hand
  - Secure the records

# Records Management Overview

## 4. Phases to Establish a Records Management Program

### *Phase II – Inventory*

1. ***Inventory training***  
Present training on how to conduct the inventory
2. ***Inventory*** - detailed inventory of all Division records
3. ***Records series*** are defined based on initial survey for:  
Paper; Electronic; Audiovisual (photography, slide presentations, voice recordings, video)
4. ***Inventory results***  
How many records are being generated by format: paper, fiche, electronic. Identify and sort the records for filing, transfer to storage, and destruction
5. ***Have inventory approved:***  
Functional area managers and the Division Administrator approves all records inventories
6. ***Deputy AG signs*** acknowledging all inventories

# Records Management Overview

## 4. Phases to Establish a Records Management Program

### *Phase III - Prepare for long-term records management*

#### 1. *Retention Scheduling*

- Compile a facility-specific Records Retention Schedule - based on the Departments Guide and the Division's inventory results
- Submit the modified schedule, if appropriate, for approval by State Record Center and State Archivist.

#### 2. *Long term area records management*

- Appoint Records Coordinators to implement program
- Apply standard information management practices throughout the Division

# Records Management Overview

## 4. Phases to Establish a Records Management Program

### *Phase IV – Records Storage and Destruction*

- **Receive approved modified Retention Schedule** from State Record Center and State Archivist
- **Apply time frames** from Retention Schedule to records
- **Utilize state-approved destruction** vendors or methods
- **Transfer non-active records** to the Record Center
- **Transfer permanent historical records** to the State Archives as identified
- **Records Disposals can be approved** only by State Record Center, State Archivist and Legislative Auditor or by an approved Record Retention Schedule.

# Records Management Overview

## Chapter 3. Special Requirements

### 1. Electronic Records

#### a. ***Requirements for E-Records.***

Records generated and stored on computers and related systems must be monitored and assessed for value in relation to the Departments record retention schedule. These records shall be inventoried just as if on paper, and have destruction or preservation timeframes established as with other record formats.

#### b. ***Principles of E-Records Management.***

The following principles of electronic records management should be adhered to in both operation and planning:

Computers and computer backups should be organized with attention to the life expectancy (retention) of the information being created and stored;

Migration of information is encouraged on a periodic schedule to newer platforms, media, and systems those records designated as permanent, according to the records retention schedule, with authentication and quality assurance checks to ensure data and file integrity after transfer;



# Records Management Overview

## Chapter 3. Special Requirements

### 1. Electronic Records

#### c. ***Division Plan, State and Federal Requirements.***

E-Records created in the normal course of official business and retained as evidence of official policies, actions, decisions or transactions are records subject to the management requirements of this plan. Specific legislation may also affect retention requirements e.g. Federal Limitations Act (disabilities law), state Rules of Evidence, Uniform Code of Evidence (applicable in many states) and the Federal Income Tax Act, etc.

d. **Records communicated in an electronic format need to be identified, managed, protected, and retained** as long as they are needed to meet operational, legal, audit, research or other requirements.

e. **Records needed to support program functions should be retained, managed, and accessible in existing filing systems outside the e-mail system** in accordance with the appropriate departments' standard practices.

f. **Originators of e-records are responsible for proper filing and retention of those e-records.** Additionally initial (original) recipients of e-record from institutions and individuals outside the Division are similarly responsible for filing such records.

# Records Management Overview

## Chapter 3. Special Requirements

**Electronic Records.** Records communicated via electronic messaging system will be disposed of within the record keeping system in which they have been filed in accordance with a Records Disposition Authorization (RDA) (destruction authorization) approved by the Division's Records Manager.

**Reference:** Idaho Code 9-328, Public Writings; 28-50-112, Uniform Electronic Transactions Act

# Records Management Overview

## Chapter 3. Special Requirements

### 2. Imaging

- **Managing Imaged Documents.**

The imaged document as a record leads to new details of information management to be able to retrieve, store and identify the content, or subject matter of the item. When preparing to image records, or digitize them, the following minimum information is required to be maintained along with the records:

- **System Information** - software, platform, storage media;
- **Access privileges** - system administrator, passwords, codes;  
Format data - “metadata” or key/search terms, including, but not limited to, image dimensions, data density, file format (jpg, html, etc).

- - **The International Standards Organization (ISO)** has established standards for imaging, and digital photography, along with related organizations: **Photographic Imaging Manufacturer's Association (PIMA)**, **American National Standards Institute (ANSI)** and the **Department of Defense (DoD) 5015.2 standards** for storage, equipment, and electronic records also relate.

# Records Management Overview

## Chapter 3. Special Requirements

### 3. Micrographics

- a. ***The following criteria must be met***, whether the records are microfilmed by the Department of Administration (DoA) Micrographics program, through an in-house operation or by a private vendor:
- b. ***No official state record may be microfilmed***, whether by DoA Micrographics program, through an in-house operation or by a private vendor, ***unless it has been scheduled to be microfilmed on a valid Records Retention Schedule*** created pursuant to this plan and related Idaho Code.
- c. ***Microforms meeting the standards*** found in ANSI/ALIM MS 14, ANSI/NAPM 1T9. 1, ANSI 1T9.5 and ANSI PH1.51 ***must be used***.
- d. ***Preparation of records for filming*** and procedures used for filming, inspection, processing and duplication, ***must meet the standards*** found in ANSI/ALIM MS 5, MS 23, MS 43 and MS 48.

# Records Management Overview

## Chapter 3. Special Requirements

### 3. Micrographics

- e. Certifications, targets and indexes must be filmed and must meet **ANSI/AIIM MS 19 standards**. At least 24 inches of leader processed film must be at the start of each roll. A **START** target, then a **RESOLUTION** target, then a **DENSITY** sheet, then a **CERTIFICATE OF AUTHENTICITY** must be filmed before the records are filmed, at the beginning of each roll and the first frames of fiche or jacket film of a recorded series being filmed.
- f. The same **CERTIFICATE OF AUTHENTICITY**, **DENSITY** target and **RESOLUTION** target, and an **END** target must be filmed at the end of each roll or series of fiche or jackets. A copy of the index or finding aid for the record series must be at the beginning of the records being filmed if not alphabetical. The **CERTIFICATE OF AUTHENTICITY** must include data on the agency.



# Records Management Overview

## Chapter 3. Special Requirements

### 4. E-mail

#### *Definitions*

Electronic mail (E-mail) is any electronic communication between two or more individuals and may contain any form or combination of text, audio, video, drawings, or photographic representation.

#### *Authority:*

Idaho Code, 67-5745(C)(3)

Executive Order 2001-12

#### *Policy*

- a. Electronic mail is a tool for business communications. Users have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner. E-mail communications must comply with all applicable laws, regulations and generally accepted business etiquette.

# Records Management Overview

## Chapter 3. Special Requirements

### 4. E-mail

- b. The primary purpose of electronic mail is to conduct official business. Employees may occasionally use electronic mail for individual, nonpolitical purposes on their personal time, if such use does not violate the terms and conditions of this policy or interfere with state business.
- c. All E-mail accounts maintained on the E-mail systems are the sole property of the State of Idaho. The Agency has the right to monitor any employee's E-mail account. Any unauthorized or inappropriate use discovered during such monitoring activities shall be formally reported to department management for determination of appropriate action.
- d. Users should not expect their E-mail communications, documents, or other information to be private and should not use the E-mail system for matters that are not intended for public disclosure. Confidential matters, permitted by law, should be so marked and include a warning regarding accidental transmission to a third-party.

# Records Management Overview

## Chapter 3. Special Requirements

### 4. E-mail

- e. E-mail messages are considered state property and may constitute official records of the State of Idaho, and are subject to existing document retention and public records policies. Sending data via E-mail is the same as sending correspondence on official memo or letterhead.
- f. Use of the E-mail system as described below is strictly prohibited.
  - Users who receive such information should not forward or respond to it, but should immediately report its receipt to their supervisors for proper disposition.
  - 1. **Knowingly or intentionally creating, publishing, transmitting, and/or exchanging messages that are inappropriate, offensive, harassing, obscene, or threatening.**
  - 2. **Creating or distributing E-mail containing defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.**
  - 3. **Requesting, viewing, or distributing obscene, pornographic, profane, or sexually oriented material.**

# Records Management Overview

## Chapter 3. Special Requirements

### 4. E-mail

4. Violating laws, rules and regulations prohibiting sexual harassment
5. Encouraging the use of controlled substances for criminal or illegal purposes.
6. Engaging in any activities for personal gain.
7. Distributing copyrighted information without permission.
8. Distributing advertisements for commercial enterprises, including but not limited to, goods services, or property unless such advertisements are part of requested vendor information to be used in carrying out state business.
9. Violating or infringing upon the rights of others.
10. Conducting business unauthorized by the department.
11. Transmitting incendiary statements, which might incite violence or describe or promote the use of weapons.

# Records Management Overview

## Chapter 3. Special Requirements

### 4. E-mail

12. Conducting any non-department supported fund raising or public relations activities.
  13. Exchanging proprietary information, trade secrets, or any other privileged, confidential, or sensitive information that is not authorized.
  14. Creating or exchanging solicitations, chain letters, and other unsolicited E-mail.
  15. Registering to non-state business related list servers without proper authorization. Subscription to such a service can result in an overload of received messages directly impacting the performance of state E-mail systems.
  16. Engaging in any political activity prohibited by law.
  17. Using the system for any illegal purpose.
- g. Users may not knowingly or willfully create or propagate any virus, worm, Trojan Horse, or other destructive program code.



# Records Management Overview

## ■ Chapter 3. Special Requirements

### 4. E- mail

h. Agency or upon request by the Agency, by authorized Department of Administration staff.

i. Violations of this policy may result in disciplinary action.

### **Responsibility**

Employees using the E-mail system are deemed to have accepted the responsibilities and obligations imposed by federal, state, and local laws and regulations as well as ITRMC and department adopted policies, procedures, standards, and guidelines.

a. Users should not pursue, obtain, exchange, or distribute any non-authorized information that could cause congestion or disruption to E-mail systems such as screen savers, audio, or video clips, or in violation of any licensing agreement.

b. Users shall not access another's E-mail system without authorization from that user or that user's supervisor.

# Records Management Overview

## Chapter 3. Special Requirements

### 4. E- mail

- c. Users must not compromise the privacy of their password by giving it to others or exposing it to public view. Passwords should be changed on a regular basis.
- d. Users should schedule, wherever possible, communications-intensive operations such as large file transfers, video downloads, mass E-mailings, and the like for off-peak usage times.

# Records Management Overview

## Chapter 4. Storage

### 1. *Standards*

- In order preserve records that have enduring historical or archival value, the **State Archivist establishes standards**.
- **Central file areas and file rooms containing active records need to meet standards** as well. “fire protection, security protection”
- **Records should be sent off site to a secured facility after the need is finished by the agency** such sites as State Record Center for non-current records and State Archives for enduring historical records.
- **Record Storage containers need to meet size and durability standards.**

# Records Management Overview

## Chapter 4. Storage

### 2. Access

**Access to the records storage facility shall be restricted to authorized personnel.** Adequate security procedures and systems shall be provided to prevent loss, theft, or destruction of public records and to ensure the safety and integrity of the public records stored there.

# Records Management Overview

## Chapter 4. Storage

### 3. *Electronic Media*

- a. **Agencies shall maintain all long-term and permanent backup or security electronic recording media in a storage facility, either on-site or off-site, with constant temperature (below 68 degrees Fahrenheit) and relative humidity (30 to 40 percent) controls unless other standards are promulgated for a particular media herein.**
- b. **Agencies shall annually read a statistical sample of all electronic media containing long-term or permanent records to identify any loss of information and to discover and correct the cause of data loss.**
- c. **Agencies shall copy all long-term or permanent electronic records before the media are 5 years old onto tested and verified new media. The test will verify that the media is free of permanent errors.**



# Records Management Overview

## Chapter 4. Storage

### 3. *Electronic Media*

- d. **Agencies shall back up and refresh electronic records on a regular basis to safeguard against the loss of information** due to equipment malfunctions or human error. Duplicate copies of long-term or permanent records shall be maintained in storage areas located in buildings separate from the location of the records that have been copied.
- e. **Agencies shall prohibit smoking and eating in any electronic media storage libraries or other storage facilities**, including test or evaluation areas.
- f. **Agencies shall ensure that all authorized users can identify and retrieve information stored on diskettes, removable disks, tapes, or optical disks by establishing and adopting procedures for external labeling of the contents of such diskettes, disks, tapes, or optical disks.**

# Records Management Overview

## Chapter 4. Storage

### 3. *Electronic Media*

- g. **External labels (or the equivalent automated management system) for electronic recording media used to store long-term or permanent records shall provide unique identification for each storage media, including:**
  - 1. **The name of the organizational unit responsible for the data;**
  - 2. **System title, including the version number of the application;**
  - 3. **Special security requirements or restrictions on access, if any; and**
  - 4. **Software in use at the time of creation.**
  - 5. **Information shall be maintained for all media used to store electronic records designated for long-term or permanent retention and storage, including:**
    - 6. **File title;**
    - 7. **Dates of creation;**

# Records Management Overview

## Chapter 4. Storage

### 3. *Electronic Media*

8. **Dates** of coverage;
9. **The recording density**;
10. **Type** of internal labels;
11. **Volume serial number**, if applicable;
12. **The number of tracks**;
13. **Character code**/software dependency;
14. **Information about block size**; and
15. **Sequence number**, if the file is part of a multi-media set.

# Records Management Overview

## Appendix 1. Glossary

### *Word Definitions*

Base word definitions on those of established meanings:  
*Department of Defense Standard, DOD 5015.2-STD.*

## Appendix 2. Conducting a Physical Inventory

- **Physical inventory of your records.** With this information, one can begin to create a records retention schedule.
  - However, the inventory can be used to do more than prepare a retention schedule. When used correctly, the **inventory will serve as the foundation for an entire records management program.**
- Who should perform the inventory? What forms are needed?

## Appendix 3. Forms

*Records Coordinator Appointment*

*Inventory Worksheet*

*Request for Records Destruction Authorization*

*Record Transfer List*

*Record Transfer List to State Archives*

# Records Management Overview

## Appendix 2. Conducting a Physical Inventory

### *Planning the Inventory*

Once the decision to conduct the inventory has been made, and the inventory worker(s) chosen and trained, plans for conducting the inventory should be made before the actual work begins. **It is important that the inventory be conducted in a systematic manner.** Unless all of the offices or subdivisions are doing their own inventories, subdivisions should be done one at a time. The inventory worker should determine which office or subdivision will be inventoried first, and complete it before moving on to the next office.

The inventory should be conducted in a systematic manner.



# Records Management Overview

## Appendix 2. Conducting a Physical Inventory

***Factors that can determine the inventory order include:***

**The volume of records;**

**The importance of the office in the department or agency structure;**

**The level of support for the records management program; and,**

**Whether any office has a critical space problem.**

### ***Conducting the Inventory***

*The inventory worker should begin by visiting the supervisor of the office being inventoried. If the inventory worker does not know the supervisor, he or she should introduce himself or herself. If the supervisor is unaware of the inventory project, the inventory worker should explain what he or she is doing and why.*

# Records Management Overview

## Appendix 2. Conducting a Physical Inventory

*Three points should be made clear in this discussion:*

- the inventory worker must have **access to all of the records**;
- the inventory worker will have to **ask the staff questions**, but he or she will try to keep such questions at a minimum;
- the purpose of the inventory is to **identify the records** of the office, not to criticize the way the files are kept.

# Records Management Overview

## Appendix 2. Conducting a Physical Inventory

### *Where are the records?*

The inventory worker should then ask to be shown the location of all the office's records. The inventory worker should note these locations and begin mentally planning the order in which he or she will conduct the inventory. If staff members do not know the inventory worker, this is a good time to be introduced to them.

### *Active office first.*

Always begin in the active office area before inventorying storage areas. The records in the active office will be better organized and the relationship between records series will be easier to see. In addition, if the inventory workers run into problems, there will be staff members at hand to provide assistance.

### *Records in Storage.*

If the office has its own storage facility, then it should be inventoried after the office records have been completed. If the office shares a communal record storage facility, then all of the offices' active records should be inventoried before moving on to the storage area. As many storage facilities are poorly organized, it will be much easier if the inventory worker is already familiar with the records when inventorying the inactive records.

# Records Management Overview

## Appendix 2. Conducting a Physical Inventory

***Be Systematic!*** The records should be inventoried in a systematic manner, beginning at one part of the room and proceeding in a logical manner. One file cabinet should be completed before moving on to the next. A systematic procedure will decrease the chances of overlooking any records. This is particularly important if the inventory worker is inventorying part time.

***Look at the records!*** Open every file drawer and box. Do not assume that the label on the box or file cabinet is accurate. The original records may have been taken out of the box or file drawer without the label being changed. When taking records out of a drawer or box, the inventory worker should carefully mark the location and put the records exactly where he or she got them.

***Records Series.*** The inventory worker should complete one inventory sheet per records series per location. A records series is a group of documents or file units arranged in accordance with a filing system or maintained as units because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation. More simply, a records series is a group of records that are filed as a unit, maintained as a unit, and usually disposed of as a unit.

# Records Management Overview

## Appendix 2. Conducting a Physical Inventory

- Even if the inventory worker knows that there are additional records in another location, he or she should **complete the inventory for the current location**. An additional worksheet should be filled out for the additional records. For example, the inventory worker may find that there are purchase orders for 1996-1999 in the active office. Even if the inventory worker knows that there are purchase orders for 1994-1996 in the basement, he or she should complete the inventory sheet for the office and later prepare a separate worksheet for the records in the basement. Not only is this easier for the inventory worker, it will also ensure that the inventory sheet can be used to locate the records at a later date.

**Abbreviations should be avoided.** This is particularly important if the inventory worker is a temporary employee or volunteer who will not be available later to interpret the abbreviations. Even if the inventory is being performed by the records manager, he or she may not be able to decipher his or her own abbreviations weeks later.

**Inventory all of the department or agency's records.** Only in this way can the records manager get an accurate picture of the records situation.

# Records Management Overview

## Appendix 2. Conducting a Physical Inventory

However, while all records should be inventoried, **two items should not:**

- ***Publications originating outside the department or agency.***

These include magazines, federal or state guidelines or regulations, books, pamphlets and other related material. These items are reference material, not records, and are not subject to records retention and disposition schedules. ***The only exceptions to this rule are publications originated by the department or agency.*** These might include a history of the department or agency, newsletters and similar publications. These have potential archival value and should be included in the inventory.

- ***Blank forms.***

These are supplies, not records. They do not become records until they are filled in.



# Records Management Overview

## Appendix 2. Conducting a Physical Inventory

### Conclusion

Because of the inventory's importance, **the records manager should carefully plan how it will be done.** Staff members can do it or an inventory worker can be hired for that specific purpose. One person can be assigned to inventory all the records or several individuals can be assigned specific groups of records.

However the inventory is done, the goal should be to secure complete and accurate information. **A good inventory will be a solid foundation for a good records management program;** a poorly done inventory will set the stage for a poor records management program.

# Records Management

## *Additional information contact*

**Duane Bogstie**  
**State Record Center**  
**5327 Kendall**  
**Boise, ID**  
**332-1618 or 327-7060**  
**E-mail: [Duane.Bogstie@adm.idaho.gov](mailto:Duane.Bogstie@adm.idaho.gov)**

**Steve Walker, State Archivist**  
**Idaho Public Archives and Research Library**  
**2205 E. Old Penitentiary Road**  
**Boise, ID**  
**334-2620**  
**E-mail: [Steve.Walker@ishs.idaho.gov](mailto:Steve.Walker@ishs.idaho.gov)**